



Labor Relations Analyst

Agency Code:7500-Class Code 95291-Exam Code: 9PB26

Department(s):	State Personnel Board/Statewide Dept of General Services Dept of Industrial Relations Dept of Veterans Affairs Department of Motor Vehicles Dept of Corrections & Rehabilitation Department of Consumer Affairs Department of Transportation Employment Development Department Board of Equalization Department of Water Resources Public Utilities Commission Department of Forestry & Fire Protection State Teachers Retirement System State Compensation Insurance Fund Dept of Mental Health Department of Developmental Services Department of Personnel Administration Department of Child Support Services Department of Public Health State Air Resources Board
Opening Date:	7/12/2010 11:00:00 AM
Type of Examination:	Multi-Departmental Open
Salary:	MONTHLY-RANGED-SALARY - \$3,658.00 to \$5,350.00
Tenure/Time Base	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for six (6) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Final File Date: Continuous

To apply select the link at the bottom of this bulletin.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, call the State Personnel Board, Exam Services at 1-(866) 844-8671.

SALARY INFORMATION

Labor Relations Analyst (Range A): \$3658.00- \$4446.00 per month

Labor Relations Analyst (Range B): \$4402.00- \$5350.00 per month

Benefits:

1. Employer/employee paid health and dental insurance
2. Employer paid vision insurance
3. Paid Vacation/Sick/Annual Leave Benefits
4. 12 paid holidays
5. Employer paid disability insurance
6. Defined Benefit Retirement Program (upon vesting)
7. Employee paid deferred compensation program (401K and 457)
8. Flexible work schedules and work hours
9. Pre-tax reimbursement for medical care, child care and parking programs
10. Employee Assistance Program
11. Career development/professional advancement

ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the State Personnel Board for use by other State departments. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Qualifications Assessment to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement.

MINIMUM QUALIFICATIONS

EITHER I

Education: Equivalent to graduation from a recognized four-year accredited college or university with a Bachelor's Degree in Business Administration, Human Resources/Organizational Management, Industrial/Labor Relations, Labor Studies, Law, Political Science, Public Administration, Industrial and Organizational Psychology, or closely related field. (Registration as a senior in a recognized college/university will admit applicants to the examination, but they must provide evidence of graduation or its equivalent before they can be considered eligible for appointment.

OR

One year of experience in the California state service performing the duties of a Staff Services Analyst, Range B. (Persons applying experience toward this Pattern must have had the equivalent of a full-time assignment in California state service performing specialized employer-employee relations duties for State departments and agencies.) (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

OR II

One year of experience acquired in one or a combination of the following types of employer-employee relations work:

1. Labor relations research in unit determination, election certification procedures, preparation for negotiations, fact-finding, or grievance arbitration; or
2. Resolution of grievances arising under labor agreements; or
3. Negotiations or preparation of labor agreements; or
4. Consultation, meet and confer, and resolution of conflict in public sector employer-employee relations; or
5. Conciliation, mediation, or arbitration of labor disputes; or
6. Administration and/or the investigation and settlement of violation complaints in regard to State or Federal labor management relations laws.

AND

Equivalent to graduation from a recognized four-year accredited college or university. (Qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

The Labor Relations Analysts, Range A, is the entry level through first working level of professional labor relations work. At Range A, incumbents are directly supervised and the assignments are primarily structured, standard, and recurring. Duties and responsibilities require research, analysis, and the use of independent judgment and discretion to interpret and apply statutes, regulations, policies, and procedures in the field of labor relations. The scope and effect of work generally involve less complex and less controversial labor relations issues.

The Labor Relations Analyst, Range B, is the full journey level for the performance of analytical staff work in the field of labor relations. Under general direction, incumbents perform complex, responsible, and technical labor relations staff work. Work includes diverse analytical duties involving different and unrelated processes and methods. Incumbents demonstrate a systematic, disciplined, and analytical approach to problem solving. Incumbents may serve as departmental Labor Relations Officers in very small departments.

Positions are located in various departments throughout the State of California.

EXAMINATION INFORMATION

Online Qualifications Assessment - Weighted 100%

This examination will consist of Qualifications Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum of 70% must be attained.

[Click here](#) for a copy of the Qualifications Assessment questions.

SCOPE OF EXAMINATION

The examination will consist of a Qualifications Assessment, and is the sole component of the Labor Relations Analyst examination. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Qualifications Assessment.

Knowledge of:

1. English language to effectively communicate in writing and verbally to others.
2. Arithmetic computations to interpret, modify, and/or propose compensation packages during negotiations.
3. Problem-solving techniques and processes to facilitate the identification and resolution of issues.
4. Internet, email systems, and other basic personal computer functions and software applications to conduct work activities

Ability to:

1. Effectively handle stressful or sensitive situations with professionalism, tact, and diplomacy to achieve a resolution at bargaining or during a dispute.

2. Work with all levels of management to provide information and ensure department is in compliance with labor/management relations laws, policies, procedures, and labor agreements.
3. Analyze various forms of data accurately to provide statistical and/or informational reports to management.
4. Read, analyze and logically interpret and apply appropriate laws, rules, regulations, and Memoranda of Understanding.
5. Use good judgment and make sound decisions in critical situations.
6. Maintain confidentiality in highly controversial situations to preserve the integrity of labor relations issues and related matters.
7. Communicate in a professional and effective manner with others to convey information and opinions to convince bargaining team members of appropriate strategy for delivering management's proposals.
8. Present and defend the employer's positions to state control agencies, outside entities, unions, and other departments.
9. Communicate orally and promote a cooperative atmosphere during stressful situations to convey information clearly and concisely, diffuse situations, and resolve issues to audiences with varying levels of understanding.
10. Be flexible in adapting to changes in priorities, assignments, and other interruptions, which may impact pre-established timelines and courses of action for completing projects and assignments.
11. Evaluate written materials and make recommendations for action based upon the documented data and information.
12. Write reports, correspondences, policies, and procedures using proper English, grammar, punctuation, and sentence structure.
13. Conduct research from various verbal/oral sources (e.g., interviews, classes, lectures) to compile information and data and apply the information to current assignments or projects.
14. Interpret data obtained through formal data gathering technique, such as surveys, questionnaires, and interviews.
15. Extract specific, relevant data and information from a larger body of material.
16. Read and comprehend various technical documents (e.g., policies, procedures, standards, regulations, technical reports, and contracts).
17. Read, interpret, and present numerical data in a clear and logical format (e.g., tables, bar charts, pie charts, and line graphs) to determine meaning/impact of data presented to assigned program and/or projects.
18. Analyze and evaluate the impact and effectiveness of programs, policies, and/or procedures.
19. Use a personal computer to input data, access information, and/or create materials, documents and presentations using a variety of software applications.
20. Establish and maintain cooperative working relationships with management, staff, and internal and external stakeholders.

VETERANS PREFERENCE

Veterans' Preference Points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil status are not eligible to receive Veteran's Preference Points.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

CONTACT INFORMATION

If you have any questions concerning this examination or announcement, please contact:

State Personnel Board
801 Capitol Mall
Sacramento, CA 95814
(866) 844-8671

California Relay (Telephone) Service for the Deaf/Hearing Impaired:
From TDD: 1-800-735-2929, From Voice (800) 735-2922

DISCLAIMER

Please click on the link below and type in Labor Relations Analyst to obtain official California State Personnel Board Class specification for your review:

<http://spb.ca.gov/jobs/resources/jobspecs.htm>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the testing department three weeks after the Final Filing Date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, State Personnel Board offices, and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination

described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification www.spb.ca.gov.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of

the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs.

TAKING THE EXAM

When you click the link below, you will be directed to the Qualifications Assessment. At the end of the Qualifications Assessment, it will be instantly scored upon your request.

[Click here to go the Qualifications Assessment](#)